



RED CLIFF CHIPPEWA HOUSING AUTHORITY

37645 NEW HOUSING ROAD BAYFIELD, WI 54814
(715) 779-3744 (715) 779-5044 FAX

Job Description

Title: Resident Services/Occupancy Assistant – (2) positions available

Reports to: Resident Services Manager

Wage: \$12.00 per hour

This is a Regular Full-Time Non-Exempt Position

Job Summary:

Provides individual and group guidance services relative to renters within the tax credit program(s) and assist within the low income housing program.

Essential Duties and Responsibilities:

Addressing the needs of current and prospective tenants with respect to their options and responsibilities.

Assist Occupancy Staff with scheduling a variety of appointments for all housing programs

Assist with case reviews for Tax Credit and Low Rent programs

Assist with weekly deposits; must be able to accurately calculate all money transactions

Fill in and assist with Receptionist duties, when needed

Filing; assist with creating all new case files

Will be primary contact person for Six-Plex and Four-Plex housing programs

Assist with scanning, copying, and any related functions in file approval for new applicants for all Tax Credit Programs

Qualifications:

Education and/or Experience

The employee shall have a high school diploma or equivalent.

Three (3) years experience in office work is required.

Will be required to attend and successfully pass the Admissions & Occupancy Training/Testing

Language Skills:

Ability to read and understand basic office documents, such as reports, safety rules, procedure manuals.

Ability to write routine reports and correspondence.

Ability to communicate effectively with a variety of tenants, employees, and others.

Ability to respond to callers and to respond to inquiries in a courteous and professional manner.

Mathematical Skills:

Minimal, but the ability to add, subtract, multiply, and divide is required; ability to understand basic numerical reports.

Basic knowledge of cash handling and the ability to make change.

Reasoning Skills:

Ability to carry out written or oral instructions; to make decisions regarding customer needs in answer inquiries and providing contact for departments.

Computer/technology Skills:

Basic understanding of word processing, internet, email, calendar/scheduling, telephone skills and usage.

Physical Demands:

While performing the job, the employee is required to talk and hear coherently; generally, the job is office related; the employee occasionally will be required to lift parcels up to 25 lbs.

Work Environment:

The work is generally completed in an office environment; occasional work setting in maintenance areas; some local driving for the organization

Other:

The employee is required to possess a valid driver's license and be insurable under the organizations auto insurance coverage.

POSTING DATE: December 19, 2016

POSTING DEADLINE: January 3, 2016 at 4:00 p.m.

FOR ADDITIONAL INFORMATION CONTACT:

Tanya Wachsmuth, Accountant/Human Resources at 715-779-3744, ext. 103 or
twachsmuth@redcliffhousing.org

Submit Application to:

Red Cliff Housing Authority
37645 New Housing Road
Bayfield, WI 54814
Telephone: (715) 779-3744
Fax: (715) 779-5044

The Red Cliff Tribal Council and Red Cliff Housing Authority has a Drug free Work Place and adheres to the intent of the Drug Free Work Place Act.

Indian preference will be applied in the case of equally qualified applicants, but all applicants will be considered.

ALL APPLICANTS FOR EMPLOYMENT WITH THE RED CLIFF TRIBE MAY BE SUBJECTED TO THE BACKGROUND INVESTIGATION AND OTHER REQUIREMENTS OF RCCL CHAPTER 43, AND THAT YOU ARE UNDER A CONTINUING OBLIGATION TO SUPPLEMENT THIS APPLICATION FOR EMPLOYMENT WITH INFORMATION CONCERNING ANY CONVICTIONS THAT OCCUR AFTER COMMENCEMENT OF EMPLOYMENT WITH THE TRIBE.